

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Agency/Company Name]
[Address]
[City, State, Zip Code]

RE: Rejection of Proposed Adjustments to Candidate Introduction Validity Period

Dear [Recipient Name],

I am writing in response to your proposal dated [Date] regarding the requested adjustments to the candidate introduction validity period for [Candidate Name(s)].

After reviewing the terms of our signed recruitment agreement and the timeline of the introduction, we are unable to accept the proposed changes at this time. Our records indicate that the candidate was introduced on [Introduction Date], which falls within the standard [Number]-month validity period as previously agreed upon.

We believe the current terms accurately reflect the industry standard and provide a fair framework for our continued partnership. Therefore, the original validity period and associated terms shall remain in effect without modification.

We value our relationship with [Agency Name] and look forward to continuing our collaboration under the existing contractual terms.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]